



MEDIA HOUSE AUDITORIUM

RESERVATION/BOOKING FORM

Department / Organization:	
Primary Contact Person:	
Phone Number:	
E-mail id:	

Event Details:

Title of the Event:	
Event Date:	
Expected Number of Attendees:	
Details of Chief Guest & other Dignitaries:	
Event Start & End Time:	

Technical, Stage, & other AV Requirements (subject to availability)

Microphone Requirements:	
Visual & Projection:	

Advance Payment Details (as per Terms & Conditions)

Advance Amount Paid:	
Receipt No. & Date:	

➤ Terms & Conditions:

- Catering & Refreshments:** Strictly prohibited inside the auditorium hall.
- Decor & Alterations:** No nails, screws, balloons, buntings or aggressive adhesive tapes are permitted on stage walls, panels, or seating fabric.
- No outside furniture or musical instruments are allowed inside the Auditorium.
- The Auditorium cannot be availed for any kind of **farewell or fresher's party**.
- The Auditorium can be availed only for workshops, meetings, debates, conferences, and seminars.
- Advance requisition of at least **05 days, along with advance payments**, is required & the bookings are subject to availability. Further, payments made may please be communicated at emmrc@kashmiruniversity.ac.in. (**A/c No:- 0007010100001107**)
- Auditorium timing:** Summer 9:30 AM to 5:00 PM; Winter 10:00 AM to 4:30 PM. All bookings would need security clearance from Chief Proctor and the same shall be submitted along with the form.
- Any damage caused to the Auditorium property shall be the sole responsibility of the hirer, who will be liable to bear the cost of repairs or replacement.
- All content displayed or discussed in the Auditorium during seminars, workshops, and debates shall be the sole responsibility of the organizing Department/Individual."
- Any event involving dignitaries from UT of J&K or outside, requiring security protocol should have prior clearance from the authorities. (Registrar/Chief Proctor).

I/We hereby agree to abide by the above terms and conditions.

Signature of Requesting Officer/Official: _____ Date: _____

➤ For Office Use Only

Office Remarks (availability status / recommendation for approval): _____

I/c Auditorium _____

Director